

ITMC Working Group Asset and Inventory Management High Level System Requirements

ID	Requirement Description	Priority
1	The system must maintain a complex workflow	H
2	The system must allow for agency staff to create unique workflows	H
3	The system must attach scanned documents to Items	H
4	The system must provide identity tracking mechanisms	H
5	The system must track item description, serial number, purchasing date, acquisition date, location, and owner	H
6	The system must send automatic notifications with timed reminders	H
7	The system must create custom fields for items such as ITPR number and PO number	H
8	The system must track item status and location	H
9	The system must display list of items by employee, status, or location	H
10	The system must display list of items sent but not received by division	H
11	The system must maintain item history with comments	H
12	The system must integrate with multiple systems including SABHRS and PCIIS (using web services)	H
13	The system must ability to identify assets that meet State Accounting policy requirements	H
14	The system should have the ability for each agency to independently identify trackable items	M
15	The system must have the ability to create custom fields to identify expense accts and orgs	H
16	The system should have the ability to bundle inventory items/assets	M
17	The system must allow for multi-tenancy	H
18	The system should track shipping and receiving	M
19	The system should track multiple aging characteristics such as purchase date and hours of service	M
20	The system must provide robust search capabilities and adhoc reporting	H
21	The system should provide off-line capability	L
22	The system must be easy to learn	H
23	The user-interface must be consistent between screens and between modules	H
24	The system must integrate with Active Directory	H
25	The system must track disposed assets including disposed date and disposal recipient	H
26	The system must allow an item to be transferred from one person to any other person within an agency	H

Comments

e.g. bar codes, identity chips, RFID tags, magnetic strips

e.g. create parent/child relationships